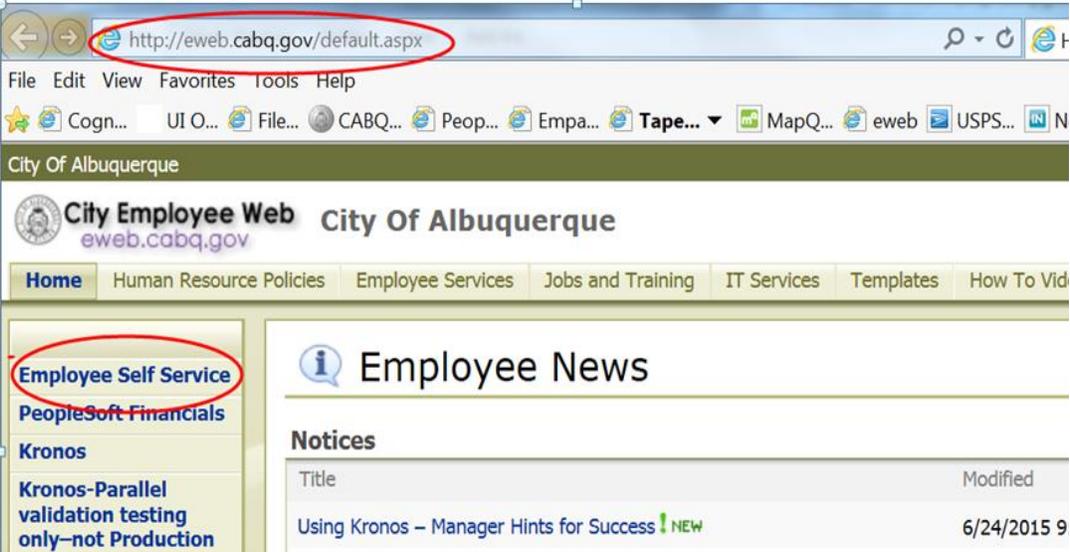




# Updating Personal Information

Step	Action
1.	<p>Open an Internet session from any browser. In the address line type <b>employee.cabq.gov</b>. You can also get there by going to the City’s Employee website at <b>eweb.cabq.gov</b>. Once there, you can click on the <b>Employee Self Service</b> link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2.	<p>When the login page appears, sign into PeopleSoft by entering your <b>User ID</b> and <b>Password</b>. Call the Help Desk at <b>768-2930</b> if your password has expired.</p>
3.	<p>Click on  <b>Personal Information Summary</b> Review a summary of your personal information. in the ESS section of the PeopleSoft Home Page</p>
4.	<p>Click on </p>
5.	<p>Click on  at the end of the address you need to change.</p>
6.	<p>You may also add or  (such as adding your personal mobile number.)</p>
7.	<p>You may </p>
8.	<p>You may add or  (such as adding your personal email especially if you don’t have a cabq.gov email address.)</p>
9.	<p>Be sure you click  at the bottom of the screen after each change.</p>